

## REQUEST FOR PROPOSALS

### SUPPLY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTIONAL PRINTERS

Enterprise iLembe intends on leasing five (5) Multifunctional Printers for a period of three years (36 months). Interested service providers are hereby invited to submit proposals for the supply, delivery, installation and maintenance of multifunctional printers (copier, fax, printer and scanner).

Please visit our website [www.enterpriseilembe.co.za](http://www.enterpriseilembe.co.za) for copies of the Terms of Reference or e-mail your request to the contact person listed below. Any requests for further information for clarity purposes will be made available via e-mail.

Please place your completed proposal in a sealed envelope endorsed “**PROPOSAL FOR: THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTIONAL PRINTERS**” in the Tender Box at Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito on or before **Monday, 01 October 2018 at 11h00**.

It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections, however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will loose submissions be accepted

All proposals will be evaluated and adjudicated in terms of the approved Supply Chain Management Policy of Enterprise iLembe using the 80/20 preference procurement points system. Enterprise iLembe reserves the right not to accept any or portion of a proposal received under this call, or give reasons for doing so.

**Please note:** All proposals must be submitted by hand to the tender box as no e-mailed or fax submissions will be accepted. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box before the tender closure. **No submissions will be accepted after the closing date and time, as stipulated above.**

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